

*Senate Intelligence*  
*Committee*

11 APR 1975

MEMORANDUM FOR: DCI Records Management Officer  
DDO Records Management Officer  
DDA Records Management Officer  
DDI Records Management Officer  
DDST Records Management Officer  
OGC Records Management Officer  
OLC Records Management Officer  
OIG Records Management Officer  
IC Records Management Officer  
NIO Records Management Officer  
Office of the Comptroller Records  
Management Officer  
Audit Staff Records Management Officer

SUBJECT: Requirements from the Senate Committee

1. I have been asked to prepare a response to the following two requests for information from the Senate Committee reviewing Agency activities in connection with our operating procedures:

a. An index of all major directives, guidelines, regulations, manuals or similar materials which prescribe or explain authorization and reporting procedures.

b. Directives, guidelines, manuals or similar materials describing the various filing systems of the Agency.

2. The Information Systems Analysis Staff (ISAS) can respond to these requirements as they apply to Agency-wide publications. For example, to satisfy requirement (a) above, an index has been prepared covering Headquarters Regulations, Notices and Handbooks. To satisfy requirement (b), ISAS will provide a copy of the appropriate chapter of the Records Management Handbook which incorporates the subject/numeric system of classifying and filing which was published by ISAS for Agency-wide use.

3. The Senate Committee requirement, however, is not limited to Agency-wide systems. Since each Directorate is likely to have additional directives, guidelines, manuals or similar material which fall under (a) above as prescribing or explaining "authorization and operating procedures," or which fall under (b) above, "describing the various filing systems of the Agency," complete response to the Senate Committee requirement must include any such material promulgated by the several Directorates and Independent Offices.

4. As it is obviously important that our response be complete, accurate and forthcoming, would you please survey that material falling within your purview and forward to the undersigned such information as is necessary to satisfy the requirement. It should be noted that the requirement relating to filing systems should include, for example, ADP systems and indices as well as conventional file folder systems.

5. Accumulation of this data is a priority requirement, therefore, I would appreciate receiving your responses by 17 April.

[redacted]  
Chief, Information Systems Analysis Staff

STATINTL

C/ISAS: [redacted] dr (10 April 1975)

Distribution:

- 1 - Each Independent Office RMO
- 1 - Asst for Information, DDA
- 1 - C/ISAS

STATINTL

OFFICE OF PERSONNEL

POLICY DIRECTIVES, PROCEDURES, GUIDELINES AND REPORTS  
Requirements from the Senate Committee

Personnel - Copies of Personnel memoranda and notices for internal operating procedures are maintained by the Plans and Review Staff (see Item 4, page 70 of O/P Records Control Schedule)  
Policy and procedural material and the reports relating to administration of the functions in any particular office will be found in the subject files for that office. (Generally, listed as Item 1 in the Schedule for each organizational sub-division)  
The ADP listings for Personnel Status Reports are maintained by the Statistical Reporting Branch (Item 4, page 83 of the O/P Schedule).  
Lists prepared for material that was sent to the Records Center will be found with the Records Officer and/or in the office of record from which the material was retired.